

YOUTH SERVICES POLICY

Title: Travel	Type: A. Administrative
Next Annual Review Date: 08/18/2013	Sub Type: 3. Fiscal
	Number: A.3.2
	Page 1 of 3
References: ACA Standards 2-CO-1B-11 (Administration of Correctional Agencies), 4-JCF-6B-15 (Performance-Based Standards for Juvenile Correctional Facilities); Louisiana Administrative Code, Title 4, Part V, Chapter 15 (PPM 49); and YS Policies A.2.48 "Driver Safety Program", and A.3.8 "Budget and Fiscal Management Activities"	
STATUS: Approved	
Approved By: <i>Mary L. Livers, Deputy Secretary</i>	Date of Approval: 07/18/2012

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish the Division of Administration's Policy and Procedure Memorandum (PPM) No. 49 as a Youth Services' (YS) policy and to provide specific instructions concerning state travel.

III. APPLICABILITY:

All employees of YS, the Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Deputy Assistant Secretaries, Facility Directors and Regional Managers are responsible for ensuring that all necessary procedures are in place to comply with the provisions of this policy.

IV. DEFINITIONS:

In-State Travel - all travel within the borders of Louisiana or travel through adjacent states between points within Louisiana when such is the most efficient route.

Out-of-State Travel - travel to any of the other 49 states plus District of Columbia, Puerto Rico, Virgin Islands, American Samoa, Guam, and Saipan.

V. POLICY:

It is the Deputy Secretary's policy that all travel must be in accordance with PPM No. 49, the State Travel Guidelines, as updated. For further information refer to Louisiana Office of State Purchasing and Travel website <http://www.doa.louisiana.gov/osp/travel/traveloffice.htm>.

VI. TRAVEL AUTHORIZATION:

- A. All work-related travel must be authorized and approved in writing by the employee's immediate supervisor, or in the case of field offices, the Regional Manager, prior to travel utilizing the attached Travel Authorization Form.
- B. Except for youth transport, emergencies, and routine travel with in-state destinations that can be most efficiently accomplished by traveling through Mississippi, all out-of-state travel must have prior approval of the Undersecretary (refer to Section VII. C. below).
- C. Any employee who is authorized to drive a vehicle on state business must complete the appropriate Louisiana Safe Drivers' Course at least once every three (3) years, and complete an Authorization and Driving History Form (DA 2054) as outlined in YS Policy A.2.48.
- D. Any persons who are not official state employees must sign the attached Hold Harmless Agreement form prior to riding in or driving a state-owned vehicle or rental vehicle on behalf of the State. The Hold Harmless Agreement is also available on the Office of State Travel website.
- E. Students shall not be authorized to drive state-owned or rented vehicles for use on official state business if not employed by the State.

VII. PROCEDURES:

- A. To provide sufficient time for the Undersecretary to authorize out-of-state travel, requests shall be submitted at least 30 days prior to the beginning of travel; except in the case of a valid emergency.
- B. Travel requests are completed on the official Travel Authorization Form. If the purpose of the travel is to attend a conference, training, or workshop, or similar event, a copy of the brochure describing the event and a detailed program agenda should be attached to the request.
- C. Once the Travel Authorization Form has been approved, the employee shall submit a 156B to ensure appropriate budget allocation.
- D. Employees traveling overnight are required to submit the attached Tax Exemption Form, signed by the Undersecretary, to document employee eligibility for exemption from payment of state sales taxes on authorized travel expense charges that are directly reimbursable by the State of Louisiana.

A copy of the Tax Exemption Form must be accompanied by a copy of the employee's written travel orders which states the dates and destination of the authorized travel.

VIII. TRAVEL REIMBURSEMENT

- A. All travel shall be reimbursed in accordance with the State Travel Guidelines (PPM 49).
- B. Upon completion of travel, YS employees shall complete the attached Travel Expense Account BA-12, dated 3/97. The employee completing the form and the supervisor must sign prior to submission.
- C. Central Office personnel shall route completed Travel Expense Forms through messenger mail to:

Department of Public Safety,
OMF, Attention: Katie Ryland
Interoffice Mailbox B-13

- D. Regional Office personnel shall mail completed Travel Expense Forms to the following address for processing:

Office of Juvenile Justice
Attention: Katie Ryland - Travel Section
P.O. Box 66909
Baton Rouge, LA 70896

- E. Secure care personnel shall submit completed Travel Expense Forms to the Facility Director's office for review, approval, and processing.

IX. TRAINING:

Employees shall be trained at the time of hire, and refresher classes shall be conducted at least once a year by the Undersecretary/designee.

Previous Regulation/Policy Number: A.3.2

Previous Effective Date: 09/07/2011

Attachments/References:

 travelauthorization.doc

 latravelguide2012-13.doc

 2012-13pocketguide.doc

 Tax Exempt form for travel 7-1-12.pdf

 holdhamlessagmt.pdf